

## **DODGE COUNTY FINANCE COMMITTEE**

February 14, 2017, 8:00 A.M.

FIRST FLOOR AUDITORIUM – ROOMS H and I

DODGE COUNTY ADMINISTRATION BUILDING, JUNEAU WI 53039

The meeting was called to order by Dodge County Finance Committee Chairman, Dave Frohling, at 8:00 a.m.

Members present from the Finance Committee: Fink, Frohling, Guckenberger, and Schaefer.

Member absent from the Finance Committee: Benter (Excused).

Others present: County Board Chairman Russell Kottke; County Administrator Jim Mielke; Finance Director Julie Kolp; Deputy County Clerk Christine Kjornes; Physical Facilities Director Russ Freber; Dodge County Sheriff Dale Schmidt; Dodge County Deputy Sheriff Scott Smith; Clearview Administrator Jane Hooper; County Treasurer Patti Hilker; Human Services and Health Department Director Becky Bell; Information Technology Director Ruth Otto; Land Information Director Joyce Fiacco; Manager of Parks and Trails Bill Ehlenbeck; Highway Commissioner Brian Field; Highway Office Manager Lori Fett; Emergency Management Director Amy Nehls; Clearview Director of Financial Services Bill Wiley; Human Resources Director Sarah Hinze (Eske); and Veterans Service Officer Andrew Miller.

Finance Director Julie Kolp certified the public notice given for this meeting complies with the requirements of Wisconsin's open meetings law.

Motion by Guckenberger, seconded by Schaefer to allow the chair to deviate from the agenda at his discretion. Motion carried.

Motion by Schaefer, seconded by Fink to approve the December 13, 2016 minutes, as presented. Motion carried.

**Resolution No. 16-72** – Agreement with the Jefferson County Economic Development Consortium and Glacial Heritage Development Partnership. The Fiscal Note set forth in Resolution No. 16-72 was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of \$0 on the 2017 adopted budget. County Board Chairman Russell Kottke commented that Dodge County will work with Jefferson County, and there is an annual fee of \$85,000. Motion by Schaefer, seconded by Guckenberger to approve the Fiscal Note as presented, and authorize and direct the Finance Committee's Chairman to sign the Fiscal Note and send Resolution No. 16-72 to the County Clerk. Motion carried.

**Resolution No. 16-85** – Simulcast Phase IV Project. The Fiscal Note set forth in Resolution No. 16-85 was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of \$0 on the 2017 adopted budget. Motion by Fink, seconded by Schaefer to approve the Fiscal Note as presented, and authorize and direct the Finance Committee's Chairman to sign the Fiscal Note and send Resolution No. 16-85 to the County Clerk. Motion carried.

**Resolution No. 16-83** – Carryover Excess Emergency Management Grant Funds. The Fiscal Note set forth in Resolution No. 16-83 was presented to the Finance Committee for its review

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and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of \$13,614 (Revenue), \$13,614 (Expenditures) on the 2017 adopted budget. Emergency Management Director Amy Nehls reported that a redistribution of grant funds in the amount of \$13,614.42 was received from the Wisconsin Department of Emergency Management on October 3, 2016, and the Resolution is requesting the carryover of the \$13,614 from the Emergency Management 2016 Budget to the Emergency Management 2017 Budget to be used in 2017 for search and rescue training and Rescue Task Force. Motion by Schaefer, seconded by Guckenberger to approve the Fiscal Note as presented, and authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and approve and forward to the County Board for consideration at its February 22, 2017 meeting, Resolution No. 16-83 authorizing the carryover of funds in the amount of \$13,614 from the Emergency Management 2016 Budget to the Emergency Management 2017 Budget for the purpose of search and rescue training and Rescue Task Force. Motion carried.

The Committee had a brief discussion regarding the Resolution requesting to carryover funds in the amount of \$58,512 from the Information Technology 2016 Budget to the Information Technology 2017 Budget for the purchase of computer software from Sirius for the purpose of archiving email. The Fiscal Note set forth in this Resolution was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of \$58,512 (Revenue), \$58,512 (Expenditures) on the 2017 adopted budget. County Administrator Mielke reported that the carryover of 2016 funds into the 2017 budget will be used for the purpose of purchasing a new email archive system that will make it more efficient to retrieve archived emails. The Committee will table this Resolution until Information Technology Director Ruth Otto can be present.

**Resolution 16-93** – Carryover of funds in the amount of \$27,360 from the Land Resources and Parks Department 2016 Budget to the Land Resources and Parks Department 2017 Budget for the completion of the Land Information Management (LIMS) Project. The Fiscal Note set forth in Resolution No. 16-93 was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of \$27,360 (Revenue), \$27,360 (Expenditures) on the 2017 adopted budget. Motion by Guckenberger, seconded by Schaefer to approve the Fiscal Note as presented, and authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and approve and forward to the County Board for consideration at its February 22, 2017 meeting, Resolution No. 16-93 authorizing the carryover of funds in the amount of \$27,360 from the Land Resources and Parks Department 2016 Budget to the Land Resources and Parks Department 2017 Budget for the completion of the Land Information Management (LIMS) Project. Motion carried.

**Resolution 16-86** – Carryover of funds in the amount of \$314,412 from the Land Resources and Parks Department 2016 Budget to the Land Resources and Parks Department 2017 Budget to cover the costs of various Land Resources and Parks projects. The Fiscal Note set forth in Resolution No. 16-86 was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of \$314,412 (Funds carried forward), \$314,412 (Expenditures) on the 2017 adopted budget. Motion by Schaefer, seconded by Guckenberger to approve the Fiscal Note as presented, and authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and approve and forward to the County Board for

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consideration at its February 22, 2017 meeting, Resolution No. 16-86 authorizing the carryover of funds in the amount of \$314,412 from the Land Resources and Parks Department 2016 Budget to the Land Resources and Parks Department 2017 Budget to cover the costs of various Land Resources and Parks projects. Motion carried.

Information Technology Director Ruth Otto appeared before the Committee to discuss the Resolution requesting to carryover funds in the amount of \$58,512 from the Information Technology 2016 Budget to the Information Technology 2017 Budget for the purchase of computer software from Sirius for the purpose of archiving email. Ms. Otto reported that originally the funds were to be used for online backup maintenance, but the system that had been purchased did not work, and Dodge County received a refund. Supervisor Guckenberger asked Ms. Otto how many other products Dodge County researched before deciding on Sirius. Ms. Otto responded that Dodge County looked at four other products. Motion by Schaefer, seconded by Guckenberger to approve the Fiscal Note as presented, and authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and approve and forward to the County Board for consideration at its February 22, 2017 meeting, a Resolution requesting to carryover funds in the amount of \$58,512 from the Information Technology 2016 Budget to the Information Technology 2017 Budget, for the purchase of computer software from Sirius for the purpose of archiving email. Motion carried.

The Committee had a discussion regarding the Resolution to Carryover unexpended funds in the amount of \$161,358 from the Information Technology 2016 Budget to the Information Technology 2017 Budget for GFOA consulting, data conversion, and the implementation of the Kronos Performance and Compensation project. The Fiscal Note set forth in the Resolution was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of \$161,358 (Revenue), \$161,358 (Expenditures) on the 2017 adopted budget. Ms. Otto reported that the carryovers will be used for GFOA consulting, data conversion, and the implementation of the Kronos Performance and Compensation project, which was not included in the 2016 budget, but will begin in March of 2017. Motion by Fink, seconded by Schaefer to approve the Resolution and Fiscal Note as presented, and authorize and direct the Finance Committee's Chairman to sign the Fiscal Note and approve and forward to the County Board for consideration at its February 22, 2017 meeting, the Resolution authorizing the carryover of unexpended funds in the amount of \$161,358 from the Information Technology 2016 Budget to the Information Technology 2017 Budget for GFOA consulting, data conversion, and the implementation of the Kronos Performance and Compensation project. Motion carried.

**Resolution No. 16-92** - Carryover of funds in the amount of \$397,497 from the Sheriff's Office 2016 Budget to the Sheriff's Office 2017 Budget for the purpose of the Secured Electronics System Project. The Fiscal Note set forth in Resolution No. 16-92 was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of \$397,497 (Revenue), \$397,497 (Expenditures) on the 2017 adopted budget. Dodge County Deputy Sheriff Scott Smith reported that the secured electronics system project has been a complex project, this project is in the last phase except for testing, and that testing phase will be extensive. Motion by Schaefer, seconded by Guckenberger to approve the Fiscal Note as presented, and authorize and direct the Finance Committee's Chairman to sign the Fiscal Note

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and approve and forward to the County Board for consideration at its February 22, 2017 meeting, Resolution No. 16-92 authorizing the carryover of funds in the amount of \$397,497 from the Sheriff's Office 2016 Budget to the Sheriff's Office 2017 Budget for the purpose of the Secured Electronics System Project. Motion carried.

### **Resolution No. 16-84** – Create and Abolish a *Clerical Support* Position in the Sheriff's Office.

The Fiscal Note set forth in Resolution No. 16-84 was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of \$21,569 on the 2017 adopted budget. Mr. Smith reported to the Committee that changing the one filled, funded, less than 20 hour part-time, non-benefited position of *Clerical Support*, to one more than 20 hour part-time, benefited position of *Clerical Support*, will provide the flexibility to schedule the *Clerical Support* part-time employee for more than twenty (20) hours if needed. Motion by Schaefer, seconded by Fink to approve the Fiscal Note as presented and authorize and direct the Finance Committee's Chairman to sign the Fiscal Note and send Resolution No. 16-84 to the County Clerk. Motion carried.

The Committee had a discussion regarding the Resolution to carryover funds in the amount of \$424,924 from the Clearview 2016 Budget to the Clearview 2017 Budget for the purpose of completing the Clearview Building siding removal and replacement project. The Fiscal Note set forth in the Resolution was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of \$424,924 (Revenue), \$424,924 (Expenditures) on the 2017 adopted budget. Clearview Administrator Jane Hooper reported that she is monitoring a class action lawsuit involving the siding that is located on the exterior of the Clearview facility. Supervisor Schaefer commented that it is still uncertain as to which type of siding product will be used. Motion by Schaefer, seconded by Fink to approve the Fiscal Note as presented, and authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and approve and forward to the County Board for consideration at its February 22, 2017 meeting, a Resolution authorizing the carryover of funds in the amount of \$424,924 from the Clearview 2016 Budget to the Clearview 2017 Budget for the purpose of completing the Clearview Building siding removal and replacement project. Motion carried.

Resolution to Re-Appropriate Revenue and Expenditures in the amount of \$7,500 in the Clearview 2016 Budget. The Fiscal Note set forth in the Resolution was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of \$7,500 (Revenue), \$7,500 (Expenditures) on the 2016 adopted budget. Motion by Guckenberger, seconded by Schaefer to approve the Fiscal Note as presented, and authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and approve and forward to the County Board for consideration at its February 22, 2017 meeting, a Resolution authorizing the re-appropriation of revenues and expenditures in the amount of \$7,500 in the Clearview 2016 Budget. Motion carried.

**Resolution 16-91** - Carryover of unexpended funds in the amount of \$50,215 from the Physical Facilities Maintenance Department 2016 Budget to the Physical Facilities Maintenance Department 2017 Budget to cover the costs of various Physical Facilities Maintenance Department projects and purchases. The Fiscal Note set forth in Resolution No. 16-91 was

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presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of \$50,215 (Revenue), \$50,215 (Expenditures) on the 2017 adopted budget. Physical Facilities Director Russ Freber reported that the carryover of unexpended funds will be used for the same purposes as budgeted in 2016, except for the replacement of the outside doors at the Henry Dodge Office Building which need to be replaced due to rust. Mr. Freber further reported that the grass on the boulevards located on the Highway 26 side of the Administration Building does not grow well due to the salt used during the winter, he has contacted the City of Juneau regarding options, and the City of Juneau's response was that Dodge County would need to come up with a water retention plan if bricks were to be placed instead of grass. Motion by Fink, seconded by Schaefer to approve the Fiscal Note as presented, and authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and approve and forward to the County Board for consideration at its February 22, 2017 meeting, Resolution No. 16-91 authorizing the carryover of funds in the amount of \$50,215 from the Physical Facilities Maintenance Department 2016 Budget to the Physical Facilities Maintenance Department 2017 Budget to cover the costs of various Physical Facilities Maintenance Department projects and purchases.

**Resolution No. 16-94** - Pipe Replacement Project in the Dodge County Detention Facility. The Fiscal Note set forth in Resolution No. 16-94 was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of \$0 on the 2017 adopted budget. Mr. Freber reported that he is requesting the use of project contingency funds for the purpose of replacing the floor, wall coverings, and ceiling lights in the Dodge County Detention Facility kitchen, and that the replacement of the floor and wall coverings were budgeted with different products, but the new proposed products would require less maintenance. Mr. Freber further reported that there is more labor costs involved with the new products, and there is a short amount of time in which to complete this project because the kitchen will have to be shut down. Motion by Schaefer, seconded by Fink to approve the Fiscal Note as presented, and authorize and direct the Finance Committee's Chairman to sign the Fiscal Note and send Resolution No. 16-94 to the County Clerk. Motion carried.

**Resolution No. 16-89** – Appropriate Unbudgeted Revenue and Expenditures in the amount of \$452,998 in the Highway Department 2016 Budget for State Discretionary Maintenance. The Fiscal Note set forth in Resolution No. 16-89 was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of \$452,998 (Increase in Revenue), \$452,998 (Increase in Expenditures) on the 2016 adopted budget. Highway Commissioner Brian Field reported that the Highway Department is not notified prior to receiving Discretionary Maintenance from the State, therefore, it is not included in the budget. Motion by Schaefer, seconded by Fink to approve the Fiscal Note as presented, and authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and approve and forward to the County Board for consideration at its February 22, 2017 meeting, Resolution No. 16-89 authorizing the appropriation of unbudgeted revenue and expenditures in the amount of \$452,998 from the Highway Department 2016 Budget for Discretionary Maintenance. Motion carried.

**Resolution No. 16-90** - Appropriate Unbudgeted Revenue and Expenditures in the amount of \$52,047 in the Highway Department 2016 Budget for accident repairs completed on State

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Highways. The Fiscal Note set forth in Resolution No. 16-90 was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of \$52,047 (Increase in Revenue), \$52,047 (Increase in Expenditures) on the 2016 adopted budget. Motion by Guckenberger, seconded by Schaefer to approve the Fiscal Note as presented, and authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and approve and forward to the County Board for consideration at its February 22, 2017 meeting, Resolution No. 16-90 authorizing the appropriation of unbudgeted revenue and expenditures in the amount of \$52,047 in the Highway Department 2016 Budget for accident repairs completed on State Highways. Motion carried.

**Resolution No. 16-87** - Appropriate Unbudgeted Revenue and Expenditures in the amount of \$118,860 in the Highway Department 2016 Budget from the Local Government Bridge Program. The Fiscal Note set forth in Resolution No. 16-87 was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of \$118,860 (Increase in Revenue), \$118,860 (Increase in Expenditures) on the 2016 adopted budget. Supervisor Guckenberger asked what the word "districts" represents. Mr. Field responded that the word "districts" represents towns. Motion by Guckenberger, seconded by Schaefer to approve the Fiscal Note as presented, and authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and approve and forward to the County Board for consideration at its February 22, 2017 meeting, Resolution No. 16-87 authorizing the appropriation of unbudgeted revenue and expenditures in the amount of \$118,860 in the Highway Department 2016 Budget from the Local Government Bridge Program. Motion carried.

**Resolution No. 16-88** – Highway Department Fund Balance Transfer in the amount of \$650,618 to BU 3312 to cover costs due to unforeseen winter storms. The Fiscal Note set forth in Resolution No. 16-88 was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of \$650,618 on the 2016 adopted budget. Mr. Field reported that \$2 million is budgeted each calendar year for snow and ice, and \$650,618 was remaining in the 2016 budget going into the winter season. Highway Office Manager Lori Fett reported that an estimated \$1.7 million is unapplied highway fund balance, and \$650,618 of the \$1.7 million will be used to cover the overrun of County Snow and Ice. Supervisor Guckenberger requested that a history of the Highway Fund Balance be presented at the Finance Committee's next meeting. Motion by Guckenberger, seconded by Schaefer to approve the Fiscal Note as presented, and authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and approve and forward to the County Board for consideration at its February 22, 2017 meeting, Resolution No. 16-88 authorizing the transfer of \$650,618 from the Highway Fund Balance to BU 3312 to cover costs due to unforeseen winter storms. Motion carried.

**Resolution No. 16-82** – Dodge County Sheriff's Department Sworn Employee Contract. The Fiscal Note set forth in Resolution No. 16-82 was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of \$62,937 on the 2017 adopted budget. Human Resources Director Sarah Hinze reported that the contract has not been approved yet, and the Sworn Union meets on February 20, 2017, in which they will vote on the tentative agreement. Ms. Hinze further reported that if the agreement is not ratified,

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Resolution No. 16-82 will not be forwarded to the County Board for consideration at its February 22, 2017 meeting. Ms. Kolp reported that the \$62,937 is in the 2017 budget as contingent funds. Motion by Guckenberger, seconded by Fink to approve the Fiscal Note as presented and authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and send Resolution No. 16-82 to the County Clerk. Motion carried.

Dodge County Sheriff Dale Schmidt provided a brief oral report to the Committee regarding the request to expend Jail Improvement Funds in the amount of \$12,495 for the purchase of a replacement walk through metal detector. Sheriff Schmidt reported that the unit can be attached to the wall, but it can also be used as a portable, battery powered unit. Motion by Schaefer, seconded by Fink to allow the payment of vouchers in the total amount of \$12,495 for the purpose of a replacement walk through metal detector. Motion carried.

Human Services and Health Department Director Becky Bell provided a brief oral report to the Committee regarding the Financial Monthly Entry Status Report for 2016. Ms. Bell reported that the Birth to 3 Program has not been billed out yet, but she anticipates that it will be billed out by the end of this week. Finance Director Julie Kolp reported that the recording of the ledger and timely billing was part of the material weakness identified by Johnson ^ Block, and Johnson ^ Block will decide if the material weaknesses have been correctly resolved. Ms. Kolp further reported that Senior Accountant Makenzie Drays is currently in the process of recording the November 2016 accounts receivables, and the accounts receivables will be closed in March of 2017. Ms. Bell reported that the go live date for Netsmart is March 1, 2017.

Ms. Kolp provided a brief oral report to the Committee regarding the request from the Corporation Counsel Office to write off as uncollectible an outstanding balance in the amount of \$6,700.65 for secure detention fees and shelter care fees, and an outstanding balance in the amount of \$190.75 for outpatient fees owed to the Human Services and Health Department. Ms. Kolp reported that the outstanding fees totaling the amount of \$6,891.40 which was owed to the Human Services and Health Department were turned over to the Corporation Counsel Office to begin collection efforts, which resulted in the filing of bankruptcy in both cases. Motion by Schaefer, seconded by Fink to approve the request by the Corporation Counsel Office to write off \$6,891.40 as uncollectible for outstanding fees owed to the Human Services and Health Department. Motion carried.

Clearview Director of Financial Services Bill Wiley provided a brief oral report to the Committee regarding Clearview write offs. Mr. Wiley reported that Clearview Administrator Jane Hooper has authorized the write off of uncollectible receivables in the amount of \$2,460.31, and this is the final write off for the year 2016. Mr. Wiley further reported that the write offs in the amount of \$2,460.31 were due to a denial for no prior authorization, and for a no estate because the resident passed away after the lapse of Medicaid coverage.

County Treasurer Patti Hilker reported to the Committee that she closed out some CD's at Landmark Credit Union to cover end of year costs, and Dodge County lost interest for only a couple months, but had no penalties.

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Ms. Hilker reported that County Investments are stable. Ms. Hilker further reported that the Landmark Credit Union General Fund Investments, the Wells Fargo Investments, and the Dana Investment will be held until maturity, and the first payment for the Neosho Shop will be in 2017.

Supervisor Frohling reported that the 2016 County Sales Tax Remittance was \$5,907,833.

Sheriff Schmidt provided an oral report to the Committee regarding a Resolution to utilize county sales tax in the amount of \$29,400 to support local law enforcement agencies who have contracted with Dodge County for use of the Spillman Technologies records management system. Sheriff Schmidt reported that currently there are 17 law enforcement agencies within Dodge County that are contracted with the County to use the records management system, and each law enforcement agency is required to pay their portion of the annual maintenance fee in the amount of \$280, but currently these fees are paid out of the Sheriff's budget. Sheriff Schmidt further reported that the request is for the annual maintenance fee for each contracted law enforcement agency be paid by county sales tax starting in the year 2019. The request would be submitted annually as part of the sales tax allocation Resolution submitted in September for the upcoming budget. If future sales tax funding would not be available, the contracted law enforcement agencies would be responsible for paying the fee.

Human Services and Health Department submitted an Unbudgeted/Excess Revenue Appropriation Form for BU 5063. Ms. Bell reported that the Energy Assistance Program has generated excess revenue, and the excess revenue will be used to cover expenditures. Motion by Schaefer, seconded by Fink to authorize and direct the Finance Committee's Chairman to sign the Unbudgeted/Excess Revenue Appropriation Form. Motion carried.

Human Services and Health Department submitted an Intra-Departmental Fund Transfer Form to cover additional services provided by Justice Point due to the departure of the Justice Point Program Coordinator. Ms. Bell reported that she is requesting to move funds in the amount of \$36,500 from BU 4846.5121 (Wages Permanent Regular) and BU 4846.5144 (Hospital/Health Insurance) to BU 4845.5299, BU 4846.5299, and BU 4847.5299 (Sundry Contractual Service). Motion by Schaefer, seconded by Frohling to authorize and direct the Finance Committee's Chairman to sign the Intra-Departmental Fund Transfer Form. Motion carried.

Human Services and Health Department submitted an Intra-Departmental Fund Transfer Form to cover the exceeding budget in Community Based Residential Facilities (CBRF). Ms. Bell reported that there has been an increase in placements at CBRF's, and she is requesting the transfer of excess revenues in the amount of \$170,000 from BU 4812.5291.425 (Winnebago), to BU 4809.5279.468 (Other CBRF). Motion by Fink, seconded by Schaefer to authorize and direct the Finance Committee's Chairman to sign the Intra-Departmental Fund Transfer Form. Motion carried.

Human Services and Health Department submitted an Intra-Departmental Fund Transfer Form to transfer \$10,000 from BU 5011.5279.01 (In Home Therapy-Youth Aids) to BU 5015.5291.03 (In



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Home Therapy). Motion by Schaefer, seconded by Fink to authorize and direct the Finance Committee's Chairman to sign the Intra-Departmental Fund Transfer Form. Motion carried. Human Services and Health Department submitted an Intra-Departmental Fund Transfer Form to transfer \$30,000 from BU 4812.5291.425 (MI Inpatient Institutions – Winnebago) to BU 4812.5291.428 (MI Inpatient Institutions – Fond du Lac). Motion by Fink, seconded by Schaefer to authorize and direct the Finance Committee's Chairman to sign the Intra-Departmental Fund Transfer Form. Motion carried.

Human Services and Health Department submitted an Intra-Departmental Fund Transfer Form to cover an increase in Contractual Service. Ms. Bell reported that an excess budgeted in Supplies, Registrations, and MI Inpatients – Winnebago will be moved to cover an increase in Contractual Services. Motion by Schaefer, seconded by Frohling to authorize and direct the Finance Committee's Chairman to sign the Intra-Departmental Fund Transfer Form. Motion carried.

Land Resources and Parks Department submitted an Intra-Departmental Fund Transfer Form/Unbudgeted Excess Revenue for BU 7866. Manager of Parks and Trails Bill Ehlenbeck reported that the Beaver Dam Lake Association and Friends of Dodge County Parks have contributed \$8,347 towards the installation of a kayak launch at Derge Park, and in order to make the kayak launch ADA compliant, the Land Resources and Parks Department is requesting to use an excess in camping revenues in the amount of \$7,414 to fully fund the ADA compliant launch. Motion by Schaefer, seconded by Fink to authorize and direct the Finance Committee's Chairman to sign the Intra-Departmental Fund Transfer Form/Unbudgeted Excess Revenue. Motion carried.

The Sheriff's Office submitted an Unbudgeted/Excess Revenue Appropriation Form for BU 2061. Mr. Smith reported that there has been an increase in inmate population causing an excess in revenues. Motion by Schaefer, seconded by Fink to authorize and direct the Finance Committee's Chairman to sign the Unbudgeted/Excess Revenue Appropriation Form. Motion carried.

Physical Facilities Department submitted an Intra-Departmental Fund Transfer Form to transfer funds from Natural Gas Services BU 2901.5224 and BU 2902.5224 to Electricity Services BU 2901.5222 and BU 2902.5222. Motion by Schaefer, seconded by Guckenberger to authorize and direct the Finance Committee's Chairman to sign the Intra-Departmental Fund Transfer Form. Motion carried.

Register of Deeds submitted an Intra-Departmental Fund Transfer Form for BU 1002. The LandScan purchase in the amount of \$55,000 had been budgeted in the wrong account number. Motion by Guckenberger, seconded by Fink to authorize and direct the Finance Committee's Chairman to sign the Intra-Departmental Fund Transfer Form. Motion carried.

Human Resources Department submitted an Intra-Departmental Fund Transfer Form for BU 901. Excess funds due to a vacant position will be used to cover an increase in legal services. Motion by Guckenberger, seconded by Schaefer to authorize and direct the Finance Committee's Chairman to sign the Intra-Departmental Fund Transfer Form. Motion carried.

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Veteran Services submitted an Intra-Departmental Fund Transfer Form to cover a budget shortfall in the Veteran's Relief Fund. Veterans Service Officer Andrew Miller reported that there was an increase in Veteran's Relief and there is no way to predict this need. Motion by Schaefer, seconded by Guckenberger to authorize and direct the Finance Committee's Chairman to sign the Intra-Departmental Fund Transfer Form. Motion carried.

Emergency Management submitted an Intra-Departmental Fund Transfer Form to cover repairs to the St. Helena Tower. Ms. Nehls reported that funds for purchasing equipment and tower work had been expended in November of 2016, and in December of 2016, the St. Helena Tower was in need of repair. Motion by Fink, seconded by Schaefer to authorize and direct the Finance Committee's Chairman to sign the Intra-Departmental Fund Transfer Form. Motion carried.

Highway Department submitted an Unbudgeted/Excess Revenue Appropriation Form for BU 3461. Mr. Fields reported that the Highway Department budget had an excess in unbudgeted revenue due to Dodge County assisting Columbia County on Highway work, and the paint crew performed work for other counties. Motion by Guckenberger, seconded by Schaefer to authorize and direct the Finance Committee's Chairman to sign the Unbudgeted/Excess Revenue Appropriation Form. Motion carried.

UW-Extension Office submitted an Unbudgeted/Excess Revenue Appropriation Form for BU 6812. The Dodge County Youth Livestock Project received a grant in the amount of \$2,500 to be used for educational purposes. Motion by Guckenberger, seconded by Schaefer to authorize and direct the Finance Committee's Chairman to sign the Unbudgeted/Excess Revenue Appropriation Form. Motion carried.

Clearview submitted an Intra-Departmental Fund Transfer Form to balance out accounts. Mr. Wiley reported that some resident care services were under budget, while numerous resident care supplies and utility expenses were over budget. Motion by Schaefer, seconded by Fink to authorize and direct the Finance Committee's Chairman to sign the Intra-Departmental Fund Transfer Form. Motion carried.

There was no discussion on Dodge County Vouchers \$10,000 or more.

There were no Committee Member Reports

Administrator Mielke provided Supervisor Guckenberger with some background information on the secured electronics project.

Supervisor Guckenberger asked if the Finance Committee received financial statements from each department. Ms. Kolp responded that the Finance Committee receives a report on the General Fund.

Ms. Kolp reported that Johnson ^ Block is tentatively scheduled to present the 2016 audit report to the Finance Committee and County Board in July.

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DODGE COUNTY ADMINISTRATION BUILDING, JUNEAU WI 53039

The Committee had a brief discussion related to Dodge County Drainage Board funding.

Ms. Kolp provided a brief oral update to the Committee on the ERP Project. Ms. Kolp reported that the Lead Team has been putting in a lot of time and effort into researching new and improved ways to perform current processes, and Tyler Technologies will be on site on March 8-9, 2017. Ms. Kolp further reported that the product has not been purchased yet. Mr. Mielke commented that implementation of the new ERP system is scheduled for 2018.

Supervisor Guckenberger requested to see an ERP timeline with milestones.

The next regular meeting is scheduled for Tuesday, March 14, 2017, at 8:00 a.m., in the Auditorium, located on the first floor of the Administration Building.

With no other business on the agenda, Chairman Frohling declared the meeting adjourned at 10:23 a.m.



Ed Benter,  
Secretary

**Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.**